

Cape Girardeau Public School District No. 63
Job Description

Job Title: Embedded Math Instructor

Terms of Employment: 10 month contract; 183 days

FLSA Status: Exempt

Reports To: Director, Career and Technology Center and Director of Student Services

Brief Description of Position:

The Embedded Math Instructor facilitates meaningful learning of the course competencies in the curriculum and proactively supports all facets of the learning environment.

Required Qualifications:

- Bachelor's Degree in Secondary Education (Math)
- Valid Missouri Teacher Certification
- Successful student teaching
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

Preferred Qualifications:

- Master's Degree in Secondary Administration
- Working knowledge of Professional Learning Communities

Essential Duties and Responsibilities:

- Provide quality instruction to students in the field of mathematics.
- Provide quality instruction to students in the field of personal finance/health.
- Raise the awareness of quality math skills in the workplace to career education students
- Provide lessons/techniques to Career Education instructors In order to improve math instruction in their classrooms.
- Extra duties as follows: Assistant Football coach, Assistant baseball coach, Weight room supervision, Missouri Options Instructor
- Performs other duties as assigned by supervisors

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013